



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OGC-06-108 (SH)(MPP)

JOB TITLE: Program Support Specialist, GS-301-09

AREA OF CONSIDERATION: Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the Armed Forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 07/06/2006

CLOSING DATE: 07/19/2006 Applications must be received by 5:00 p.m. EDT

PROMOTION POTENTIAL: GS-11

STARTING SALARY: GS-09, \$44,856 pa

Program Support Specialist, GS-301-09, (1 position), Court Services & Offender Supervision Agency (CSOSA), Office of the General Counsel (OGC), Washington, DC.

DUTIES: The incumbent provides administrative and semi-technical paraprofessional support to the General Counsel, Office of General Counsel staff to ensure efficient on-going legal operations. Performs tasks related to tracking agency litigation at various administrative or judicial stages. Establishes, maintains and tracks subpoenas served on all agency personnel for court appearances or agency records. Monitors time and attendance (T&A) activities, obtains appropriate signatures/approvals, and enters data into the personnel/payroll system. Serves as liaison to payroll staff and the Office of Human Resources to research and resolve leave discrepancies concerning T&A errors/concerns. Also serves as liaison with the Information Technology staff, Budget and Finance Staff and others in key business units to ensure that the OGC staff requirements and procedures are factored into agency-wide strategic planning development. Arranges for staff travel that includes making reservations for transportation and lodging, and prepares and processes all supporting pre- and post travel documentation. Monitors the financial obligations for contract services, equipment, supplies and materials. Formulates, prepares, reviews, analyzes and consolidates the OGC budget and operating plans to ensure that submissions are consistent with the Office of Financial Management requirements.

QUALIFICATIONS: For the GS-09 level, applicants must have a master's or equivalent graduate degree, OR 2 full years of progressively higher-level graduate education leading to such a degree *or* LL.B., OR J.D., if related, OR one year of specialized experience equivalent to the next lower grade level

(GS-07). **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. Regarding this position, **specialized experience** includes providing administrative and semi-technical support to develop, administer, manage and determine the operational requirements for all matters concerning administrative management, travel, procurement, budget and other internal controls and procedures in an office/organization. Specialized experience also includes developing and administering a system for determining operational requirements.

Time-in-grade restrictions apply for current Federal employees. For time-in-grade requirements, status eligibles must have one year at the GS-07 level to be eligible for the GS-09 level. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER, ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW. APPLICANTS WHO DO NOT SEPARATELY ADDRESS THE KSAs WILL NOT BE CONSIDERED FOR THE POSITION.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of administrative management and program support operations for time and attendance, budget, payroll operations, staff travel, procurement, and other program support operations.
2. Knowledge of budget tracking methodologies.
3. Skill in preparing written documents and justifications related to contracting, travel, equipment and facilities requirements.
4. Skill in using a word processor, spreadsheet/data base, and graphical presentation software applications to conduct day-to-day management and data quality tasks.
5. Demonstrated ability in fact finding, analysis and problem solving to gather facts, identify problems and recommend solutions.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Veterans: Veterans must submit their DD-214 and all supporting documents as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Sherry Harrison on (202) 220-5605 or **TTY (202) 220-5474**. Applications must be ***received*** by 5:00 p.m. EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAJobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.